



United States Department of the Interior

NATIONAL PARK SERVICE

Wrangell-St. Elias National Park/Preserve

P.O. Box 439

Mile 106.8 Richardson Hwy.

Copper Center, AK 99573

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: WRST-10-008

ISSUING DATE: February 19, 2010

CLOSING DATE: March 5, 2010

Wrangell-St. Elias National Park and Preserve is accepting applications for a **Temporary NTE 1039 hours position**. This announcement tells you how many job openings we have at this time, what they pay and how to apply. Application forms and assistance are available at Park Headquarters at P.O. Box 439, Mile 106.8 Richardson Hwy, Copper Center, Alaska 99573 (907)822-5234, at our website at www.nps.gov/wrst and at the Glennallen Job Service.

POSITION TITLE, SERIES, & GRADE

Computer Assistant

GS-0335-05 \$16.64 per hour

DUTY LOCATION

Wrangell-St. Elias NP/P

Copper Center, AK

Includes: Paid holidays, and annual and sick leave. Must be 18 years of age. Driver's license is required. May involve weekend work or performance of duties before or after "normal" working hours. May involve travel to remote duty stations within the park via vehicles or small aircraft. Government housing is not available. One position available.

WHO CAN APPLY: This vacancy is being recruited through federal excepted service hiring authorities applicable to Wrangell-St. Elias National Park and Preserve at this duty station. All US Citizens can apply. Applicants must be qualified to perform the duties to receive consideration.

VETERAN'S PREFERENCE SHALL APPLY: All applicants claiming VETERANS PREFERENCE **MUST** submit a clear copy of their DD-214, Military Discharge. In addition, those claiming a 10-point Veterans preference **MUST** submit a copy of an SF-15, and if claiming a compensable disability preference, applicants must include a copy of their latest Veterans Administration certification (dated within the past 12 months). Anyone who previously served on active duty during the Gulf War from 8/2/90-1/2/92 or for service in Bosnia (Operation Joint Endeavor) 11/20/95-12/20/96 may be entitled to Veterans Preference. To obtain further information about veteran's preference, refer to www.opm.gov/veterans/html/vetguide

BRIEF STATEMENT OF DUTIES: Duties may include assisting senior specialist with internet/intranet server maintenance, web page development, IT customer support, using and troubleshooting software and assistance with other IT projects as needed. Database management and spreadsheet manipulation and use of basic and intermediate IT programs. Installs and tests PC's and associated peripheral devices in accordance with manuals and instructions. Troubleshoots commonly occurring problems and assists users in resolving them.

CONDITIONS OF EMPLOYMENT: Applicants must meet all of the following pre-employment requirements. Failure to meet said requirements could result in a withdrawal of a job offer and or termination from your position.

- In accordance with HSPD-12, all new employees will be required to submit an SF85 (Non-Sensitive Investigation form) and be fingerprinted. Results of the investigation must be adjudicated by the Office of Personnel Management **prior** to employment.
- Federal employees hired after July 26, 1996 are required to utilize Direct Deposit (EFT), for their Federal Salary checks.
- Prior to appointment applicants must meet the minimum age of 18 years old.
- Must be a US citizen.

QUALIFICATION REQUIREMENTS:

Applicants must have experience and/or training of sufficient scope and quality to perform the duties required. Applicants will be rated in accordance with their knowledge and skill in the job elements listed below.

For GS-5: One (1) year of specialized experience equivalent to at least the next lower grade level (GS-4) in the federal service.

Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Examples of specialized experience is work experience which deals with communicating factual and procedural information clearly, orally and in writing; provide information and assistance to customers; performing routine and recurring assignments with customer service help desk; identifying and resolving issues and problems. At this level, instructions are provided for assignments, specifying the techniques to use, deadlines and results expected. The employee performs special and continuing assignments independently within those specified or standing instructions. Completed work is reviewed for compliance with instructions, adequacy of methods and content and to ensure completion within deadlines.

-OR-

Education: Successfully completed four (4) years above high school level in any field for which high school graduation or the equivalent is the normal prerequisite.

You must show that you possess the specialized experience and/or education as described in the job specific questions for this position.

Education and experience may be combined to meet the specialized experience requirement.

Where only a portion of your work experience would be creditable for this position, please provide the percentage of the time that you spent on the specialized duties listed.

The answers to the following questions will help us to evaluate your qualifications to perform the duties of the job for which the Park is recruiting. You must provide a narrative statement for each element of the knowledge, skills and abilities (KSA's). Describe experience (paid or unpaid), education, training, awards and self-development as related to the KSA's. Your work experience or background which will show the level of knowledge, skill and ability you have. Fully describe your qualifications and give examples in each of the following KSA's.

Use a separate sheet of paper with corresponding number for answers.

1. Knowledge of operating systems and associated equipment configurations, including peripherals.
2. Ability to analyze computer software and/or hardware problems and develop economical solutions.
3. Knowledge of Internet security, network environment, network configuration, sharing and securing network resources.
4. Knowledge of a variety of computers and computer related equipment, software and hardware in order to install, upgrade, configure and maintain equipment and software.
5. Ability to troubleshoot hardware and software related problems.
6. Knowledge of intranet functionality, maintenance and development , including use of PHP and Xml.
7. Knowledge of applications used in service including MS Office, lotus notes, outlook, etc.

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! Incomplete applications may result in non-referral of your application.

HOW TO APPLY: Mail in, or deliver to Park Headquarters, Wrangell-St. Elias National Park and Preserve, Mile 106.8 Richardson Highway, Box 439, Copper Center Alaska 99573, the **following required forms.**

- **Application:** An OF-612 (Application for Federal Employment). OF-612s are available on the web at www.opm.gov/forms/html/of.htm **Or**
- **Resume'** or other written application that includes your full name, mailing address, day/evening phone numbers, social security number, announcement number, job title and grades of the position you are applying for, country of citizenship. If you were or are currently employed by the Federal Government, please show the highest grade you held, the job series and the dates of employment in that grade, and note your veterans' preference status._ All other work history: Include job title, duties, employer name and address, dates of employment, hours worked per week, and indicate if we may contact your current supervisor.

Your signature will be required on your resume PRIOR to any job offers.

- **Written responses to the KSA's listed above under qualification requirements.**
- **Written responses to the Supplemental Questionnaire attached to this announcement.**

- **OF306 (Declaration for Federal Employment)** this form must be submitted prior to job offer.
- **Proof of Military Discharge:** See information on front of announcement

NOTE: You are encouraged to submit an "Applicant Background Survey" (DI-1935) with your application.

All applications must meet qualification requirements by the closing date of the announcement in order to be considered. It is the applicant's responsibility to provide documentation/proof of claimed status veterans preference, qualifications, and education. Failure to submit the necessary proof may result in no further consideration, and applicants will not be solicited for further data if that provided is found to be inadequate or incomplete. Your application materials will not be returned, therefore do not submit original documents that you may need in the future, or extra materials such as letters of recommendation, photographs, or award certificates.

All applications must be postmarked or received in this office by the closing date of the announcement. Applications postmarked after the closing date will not be considered. If your application package is postmarked on the closing date it must be received in this office no later than 7 calendar days after the closing date. Hand delivered applications must be received by close of business on the closing date. *Applications mailed in postage paid government envelopes or through the internal government mail system will be rejected and returned without further action.* We do not accept faxed or electronic resumes or applications. If you make a false statement in any part of your application you may not be hired or you may be fired after you begin work; or you may be subject to fines, imprisonment or other disciplinary action.

Reasonable Accommodations: The agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing personnel office listed on this announcement. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

Privacy Act Information: The application you submit for this position contains information subject to the privacy act of 1974 (PL-93-579, 4 USC 552a). We are required to provide you with information regarding our authority and purpose for collecting this data, the routine uses which will be made of it and the effects, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number. Any questions you may have regarding the Privacy Act regulations and the rights it extends can be answered by contacting the park office.

Equal Employment Opportunity: Appointments are made without regard to race, color, age, sex, sexual orientation, religion, political affiliation, national origin, marital status, non-disqualifying handicap condition or any non-merit factor.

Supplemental Questionnaire
Vacancy Announcement #: WRST-10-008

Name:

Residency Information:

Do you now or have you ever, lived or worked in or near **Wrangell-St. Elias National Park and Preserve**. If so, where, and for how long? (Please provide physical address):

How many miles do you live from the park/preserve?

Local Knowledge and Expertise:

Describe the special knowledge or expertise of the natural or cultural resources of **Wrangell-St. Elias National Park and Preserve** that you possess as a result of having lived or worked in or near the Preserve. For example: Special knowledge of the Park geography, facilities, and operations and issues involving natural and cultural resource management.

Describe how you came to obtain the special knowledge or expertise above.

CERTIFICATION STATEMENT

I CERTIFY THAT THE STATEMENTS MADE ON THIS APPLICATION ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature_____

Date_____